

Republic of the Philippines
NEWS AND INFORMATION BUREAU
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

Date of Publication
Alvarez
JUN 22 2022

CSC - FO Office of the President

TO: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NEWS AND INFORMATION BUREAU in the CSC website:

JS
JOYAL S. ESER
Acting Head, HRMS
Date: June 22, 2022

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards							Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)			
1	CHIEF ADMINISTRATIVE OFFICER	NIBB-CADOF-2-2005	24	88,410.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) Second Level eligibility	N/A		Financial and Administrative Division - Manila	
2	EXECUTIVE NEWS EDITOR	NIBB-EXNE-1-1998	24	88,410.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) Second Level eligibility	N/A		Presidential Press Staff- Manila	
3	EXECUTIVE NEWS EDITOR	NIBB-EXNE-2-1998	24	88,410.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) Second Level eligibility	N/A		Philippine News Agency - Visayas Ave.	

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than July 2, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of relevant trainings and/or seminars attended;
4. Authenticated certificate of eligibility/rating; and
5. Photocopy of Transcript of Records/Diploma.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JOYAL S. ESER

Acting Head, HRMS

PCOO-NIB Bldg., Macanang Compound, Manila 1005

nib_hrm@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.